1

G. R. S. IX-5]

Previous references.

E. Ag 82 - 16 sel 1 - 14.

1916.

(E. A. G.)

File No. 82-16

Serial Nos. 15

Later references.

P

Preserved

GENERAL AND REVENUE SECRETARIAT.

P9
E

Serial Nos.

Part B for May 1917

SUBJECT.

Entertainment for one year of a ~~permanent~~ Second Dn. Clerk for Work Connected with The Blue Book Journal —

W D 88—GPB—50,000—24-7-16

GENERAL AND REVENUE SECRETARIAT.

(G. Dy)

NOTES.

File No. 82

FILE HEADING.

Establishment for the Blue Book Journal Committee.

From.

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—20,000—8-8-14

3

2

ESTABLISHMENT FOR BLUE BOOK JOURNAL.

G. R. S. 12]

General and Revenue Secretariat.

File No. of 191

Serial No.

1 Extract from the Secretary's note on file No.82-E.A.G. re:publication of Blue Book Journal.

- - - - - -

" The Dewan said that orders might issue now and that an additional clerk entertained if necessary

Formal approval to the draft may kindly be obtained.

- - - - - -

Extract from Dewan's order.

2 " The draft order may issue if the Secretary is satisfied that the establishment will be sufficient for the purpose if the services of a clerk are entertained".

- - - - - -

3. Extract from the Dewan's order on file No.111-E.A.G. re:Progress reports of the Efficiency Audit Branch.

- - - - - - - -

"Seen. The E.A.Officer should, if possible, have proper assistance to conduct the B.B.Journal so that his time may not be taken away from other important work."

(Intd). M.V.

21-2-1917.

Please obtain original file

The original file is put up.

Flag V.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

General and Revenue Secretariat.

File No. 82-E.A.S. of 191 .

Serial No.

Ac: uw: 2236-16.

X. vide para 6 of Sub note. - Hly J.

6

At the commencement, it was not proposed to entertain any estt for this work, as we were not certain how it would turn out. Judging now from our very short experience, the journal bids fair to serve the purpose for which it was started viz of conveying info of official use to Govt servants & incidentally to members of the public.

in a convenient form.

There are already more than 100 subscribers, including the Govts of Burma and Ceylon.

7 Another result of our experience is that the work requires at least one whole time intelligent official to collect papers, rewrite them for the Press, read proofs & despatch copies. I think an intelligent 1st Div clerk may be given for the work with an allowance of Rs 10 p.m. in addition to grade pay.

200 now
17/4

MLL
10/3/17

(Sec)
Draft over
Consult Fin sept
24/3

9
Draft p.o. filed
26/3.

10
Forward for favour of opinion
MLL
26/3

(Sec II)

GEN. & R. VIII
E. AUDIT
26 MAR 1917

NOTE—Contn. sheet.

Recd 30/3 MM

General and Revenue Secretariat.

EAS File No. 89 of 191 .

Serial No.

11

Submitted
30/3

If the present strength of the E. A. Sch. is unable to cope with the work connected with the Blue book Journal, the add.l hand may be entertained.

The period of the temporary appointment may be fixed at 1 year in the first instance subject to extension if necessary.

The deputation allowance admissible under the rules is $\frac{1}{5}$th of pay.

If it is the intention to draft an experienced hand on pay of Rs 50 or over, the allowance proposed of Rs 10 may stand.

Por. VIII).

13.4.1917.

GEN. & REVENUE SECRETARIAT
VIII
E. AUDIT.
16 APR 1917

Submitted.
By 16.4 Nov.

To the Registrar with compliments for favour of suggesting the name of a suitable man

17/4

13

Some of the first Divn. clerkship vacancies have remained unfilled for want of qualified substitutes and it is accordingly not possible to spare any of the first Divn. clerks from any of the branches & sections.

Asst. Secy VIII

17/4

14

In that case, one of the second Divn clerks may be appointed, if one can be spared.

NOTE—Contn. sheet.

Serial No.

wonta suggest Nanjarajadhengar, who I believe is working in Br V

Negr) 18/4/17.

15 ... U.S. for remarks.

18/4.

16 I shall be sorry to lose him but I do not want to stand in his way of getting promotion provided a good substitute is given. Submitted.

18.4.17

17 Nanjaraja Iyengar is a Second Divn. clerk and may be spared for work in Branch VIII as he is proposed to be taken on to that Branch with an allowance of Rs 10 per men.

Asst Secy VIII 18/4

18 The Official referred to above may be tried. The allowance may be 20% of pay, as suggested by A/S. Fin Dept.

19 Secy) The allowance may be approved. 19/4 Dewan

Br Please type draft as noted 19/4

20 May await Finance return

6269 5.17

20.5.17 Draft approved by the Dewan - Skinner 7.5.17.

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

G.A.R. File No. 82 of 1916—17

H.No. 2634-16.

Serial No.

22 The order is in accordance with final opinion. (vide page 4) Draft and fair, communicating, are submd. for orders.
12.5.17. 23 Budget - Club block

24 Communicated.
12/5/17

25 Communicated 12/5

SP
pleasants & passing orders
noted
12/5

15 To the Comptroller
& Secy. to B Committee

No 82 | G.A.R. | 15

Sanctions the deputation of a second division clerk of the C.R.S. with his grade pay & a deputation allce equivalent to 20% of his pay

2/6 Br. V will please relieve C. Ranga rajiengar forthwith — Vide paragraphs 17 & 18.
~~A. Jankiraman will be sent shortly.~~

(A. Jankiraman, Temp. clerk working in Br. II to work in Br. V in place of Dr. Iyengar)

Mr. P. S. Narasimhachar, Acting 1st Dr. clerk, Branch IV may be

Yes B.S. will please carry up
14/5

NOTE—Contn. sheet.

ND 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

E.A.G. File No. 82 of 1916—17

Serial No.

posted to Branch V for about 20 days or until the return of Mr. W. Raghavachar from leave.

15/5

Approved

15/5

To

Branches IV & V for note & return

15/5

Noted and returned. Mr Narasimhachar will be relieved sent today.

15/5/17 Noted & returned.

15.5.17 Br. V will kindly intimate the date & time of relief of Oranjarajiengar

S.O. 15/5/17 He has been sent to Br. VIII for duty this forenoon.

16.5.17 Noted & file returned to Br. VIII

Noted 16/5/17

S.O. 16/5/17.

9

G.R.S. 28]

Group
No 287071
& 145

File No.

Serial No.

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.

( )

Proceedings of the Government of His Highness the Maharaja of Mysore

, *the* 191 .

READ—

G.O.No.82-13-E.A.G. dated the 4th November 1916 sanctioning the publication of the Mysore Blue Book Journal.

Date of issue

Signed by

May this be

i printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

ORDER THEREON.—No. 82-E.A.G.-15 dated 12th May April 1917.

For work connected with the publication of the Blue Book Journal, Government are pleased to sanction the deputation of a second division clerk of the General and

over.

SUBJECT.

GPB—50,000—1-12-12

MANUAL OF ESSENTIAL RULES FOR ALL SECRETARIATS.

1. **Organization of the office.**—The business of each Secretariat should, as far as possible, be divided into branches or sections. The official in direct charge of the branch or section should be made responsible for its general efficiency.

2. The following lists should be maintained in every Secretariat :—

(1) List showing the division of work between the several branches.
(2) Lists showing the powers and duties of Secretariat officers.
(3) Lists showing the duties and responsibilities of Superintendents or officials in charge of branches and sections.
(4) Gradation list of officials.
(5) Work distribution list of officials.
(6) Menial establishment list.

Note.—Lists (2) and (3) for the General and Revenue Secretariat are appended.

Each clerk should maintain a note book showing (1) his specific duties, *e.g.*, the classes of papers with which he deals, the returns and reports which he compiles or scrutinises, etc., and (2) the work received and attended to by him from day to day.

3. The grading of clerks and the qualifications for admission and promotion, should as far as possible and desirable, be uniform in all the Secretariats. The rules of the General and Revenue Secretariat in this matter may be generally adopted.

4. **Discipline.**—The prescribed office hours for all Secretariats are from 11 A.M. to 5 P.M., but any clerk may

be required to work overtime if the business of the office demands it.

5 An attendance register should be maintained for clerks and menials and it should be checked by some responsible officer.

6. Official information acquired by officials in their capacity as employees of the Department should be treated as strictly confidential. Office notes should be considered as strictly confidential and must not be removed from office without proper authority.

7. **Character rolls.**—Character rolls should be maintained for all officials and menial servants. Extracts of these rolls should accompany proposals for promotion or increments.

8. **Arrangement and custody of records.**—Rules should be made where they do not already exist, regulating the arrangement of records and the periodical weeding out of useless and obsolete papers.

9. One of the officers must be specially held responsible for the condition and periodical inspection of the records.

10. **Receipt of tappal.**—Tappals should be opened by a responsible Secretariat officer and distributed to the branches. The date of receipt should be marked by a date stamp. Urgent, immediate and confidential papers should be marked before distribution.

11. **Registration of papers.**—The registers to be maintained for entering incoming and outgoing correspondence should be specified and the mode of registration settled. A uniform system of registration should, as far as practicable, be maintained in all the Secretariats.

12. A printed stock list should be maintained of all periodical reports received in or sent out from the Secretariat. Each periodical must have a serial number and all orders pertaining to its preparation must be given in the stock list.

13. **Submission of papers.**—When a letter has been registered it should be carefully read and referenced properly. It should then be noted upon for submission. There should be only one set of notes for each case, which should be as brief as possible.

14. The Superintendent or other ministerial head of the branch should see that the notes are correctly and legibly written. No paraphrase of the letter should be permitted in the notes.

15. The time allowed for the submission of cases is five clear days. If for any reason a longer period is required to get any case ready for submission, permission should be obtained from proper authority. Immediate cases should if possible be submitted on the day on which they are received. Colored labels should be used for denoting urgent and immediate cases.

16. When a particular time is fixed for the return of a file, the Secretaries will make arrangements for due compliance with such orders. When it is not possible to return a case within the specified date, a note should be submitted on or before the date on which it is due asking for a further extension of time.

Notes of a routine character, even if no date is fixed, which do not require much investigation, should on no account be delayed beyond three months.

Notes and requisitions marked "Urgent" but without a date specified for their return should be returned in a complete form as early as possible but not later than a month.

Should the submission of a note be delayed for want of information called for from a subordinate office, such information should, if necessary, be obtained in time by writing demi-officially or by telegraphic communication.

For all cases retained in a Secretariat for more than two months, a monthly statement should be submitted giving reasons for the delay.

17. The Branches should submit the notes to the Secretariat officers immediately dealing with them.

18. The Secretariat officers shall be responsible for the correctness of the statements made in the notes, for the proper exposition of precedents or other authority and for well considered suggestions for action.

19. **Drafting.**—The letter form should be employed (unless otherwise ordered) whenever a letter is replied to, or orders have to be conveyed at any length. Circulars may

be in letter, office memorandum or endorsement form according to the requirements of the case; they differ from ordinary communications of the same kind only in being addressed to several departments or persons. When the decisions of Government or orders of general applicability have to be communicated on questions of policy or any important matters which have been the subject of discussion or enquiry, they should be drafted in the Proceedings form. This form may also be employed in reviewing the reports of subordinate departments, the publication of papers in the Gazette, and in cases of sanction to money grants and remissions. The circular form should be used in preference to proceedings for general enquiries. Notification should be employed for gazetting appointments, etc., and rules and orders passed under legal enactments. The Office Memorandum, Endorsement and Proceedings are the only forms of official communication permitted between Secretariats of the Government. The Endorsement form should also be used generally when transmitting copies or original documents for information or with brief instructions, but should not be employed in addressing non-official persons or institutions.

A draft letter, proceeding, notification or telegram, as the case may be, may be prepared at any stage of a case if it appears that the consideration and disposal of the case would be facilitated by submitting it with a draft. This procedure should always be followed in submitting unofficial cases which have returned from the departments, with their concurrence in the orders proposed to be issued.

20. Superintendents of Branches are to examine drafts of all letters, by whomsoever drafted, with the same care and the same sense of responsibility for their contents as if they had been drafted by the Superintendents themselves. They must point out before issue any errors or omissions either in substance, language, grammar or punctuation, that they notice.

21. The most important duties of the Assistant Secretaries are drafting and noting which should be undertaken by themselves in cases involving doubt or difficulty or of major importance.

The Secretariat officers should be held responsible for the language and the sense of the drafts which must be

carefully scrutinized by them where they themselves do not prepare them.

22. All letters from private persons, firms and societies not under Government should be replied to, unless they are in reply to communications from the department and call for no further action. If there is likely to be delay in disposing of such letter, an *ad interim* acknowledgment of receipt should be sent.

Objections received from private persons or unofficial bodies to proposed regulations or rules thereunder should be replied to at once to the effect that they will be duly considered. This relieves the Department of the necessity of explaining why the objections are not accepted, which it is almost impossible to avoid if reply is deferred until the objection is rejected.

23. Except in cases of urgency, or by previous arrangements with Heads of Departments concerned, or where practice allows it, no official communications should be addressed direct to officers subordinate to Heads of Departments; and when any such communication is made, a copy should be forwarded simultaneously to the Head of the Department to which the officer addressed is subordinate.

24. Correspondence with subordinate local officers on matters regarding which it is considered unnecessary to trouble Heads of Departments should be conducted demi-officially.

25. **Copying, despatching, etc.**—All copying work of the Secretariats should be done by means of typewriting machines.

Drafts returned to a branch to be faired or for issue, should be attended to without delay. Fair copies of letters to be issued typewritten must be sent for signature not later than the third day after receipt of the approved draft in the Branch. Short letters and endorsements which do not involve the copying of lengthy enclosures and notes should ordinarily be faired and submitted for signature on the day they are returned to the Branch. Urgent letters must be faired and issued on the day they are approved or early the next day, and immediate letters at once. The date of despatch should be stamped in the office copy by a rubber stamp.

26. All letters containing strictures or adverse remarks on the official conduct of Heads of Departments and Deputy Commissioners and officers of corresponding rank in other departments and all letters overruling or modifying their recommendations or proposals should be made in the Secretary's name and signed by the Secretary himself. In the absence of the Secretary, the Assistant Secretary may sign such letters for Secretary. All demi-official communications addressed to Heads of Departments should be signed by the Secretary himself.

27. As a general rule, the Secretariat officer who approves the draft in any case, may sign its fair copy for Secretary.

28. **Papers for the Gazette.**—Notifications and papers published in the Gazette should always be published above the Secretary's signature.

29. **Legislation.**—The following procedure is prescribed for the disposal of legislative work:—

Initiative rests with Executive Department save in formal and non-contentious measures.

Save in the case of purely formal or non-contentious measures, such as, amending Regulations, drawn up on the lines of similar legislation in British India, measures of consolidation and the like, every proposal to legislate shall first be considered in the Department to which the subject matter relates.

Legislative Branch of the General and Revenue Secretariat to be consulted.

30. If the Department concerned considers that legislation is desirable, the papers shall be transferred from the Department which first dealt with them to the Legislative Branch of the General and Revenue Secretariat.

Legislative Branch of the General and Revenue Secretariat to put Regulations, etc., into technical shape.

31. The Legislative Branch of the General and Revenue Secretariat shall then proceed to draw up a Regulation, with a statement of objects and reasons and in so doing shall conform to any instructions it may receive from time to time from the Department of origin.

32. **Council cases.**—All scheduled cases should be transferred to the General Secretary in the Council Section

when they are ready for circulation. The General Secretary will deal with them under the Council Rules.

When final orders have been passed in Council cases the files should be transferred to the proper Secretariat or Branch for the issue of orders.

33. **Suspend cases and unanswered lists.**—A list of all unanswered references issued from the Secretariat must be maintained and checked every month. The references should, if possible, be posted in such a way that the papers outstanding against each office in correspondence with the Secretariat may be readily determined. Reminders must be issued with proper discrimination according to the circumstances of each case. A list of cases delayed in the office should be similarly maintained and checked every month.

34. **Monthly and weekly volumes of proceedings.**—The volume of monthly proceedings will for the present continue to be compiled in the General and Revenue Secretariat according to the existing practice. Copies of the weekly proceedings with the necessary markings should be sent to that Secretariat as usual.

35. The index for the monthly proceedings should be prepared on cards, and after the issue of the monthly proceedings, the cards should be used for the preparation of the annual index and similarly thereafter for a decennial index.

36. **Inter-departmental correspondence.**—Larger use should be made of the unofficial form of correspondence. In correspondence between two Secretariats there need be no greater formality than is generally observed between different Branches of a Secretariat.

37. When two Secretariats are concerned in the disposal of a case, final orders may issue from the Secretariat of origin, but a copy of the orders passed should be communicated to the other Secretariat concerned.

38. **Confidential cases.**—All current office notes and papers, and all notes of other departments received in the offices, are confidential; but certain papers requiring special secrecy are marked 'Confidential' or 'Secret.' With regard to these, the following rules shall be observed:—

(1) No papers which are marked 'Confidential' or 'Secret' should pass through any hands in the office other than those of the Superintendent of

the Branch and the superior officers concerned, unless and until the Secretary orders to the contrary.

This rule applies also to confidential papers put up with non-confidential cases.

(2) The entries of confidential papers in the office registers should be made from slips furnished by the Superintendent who deals with the papers and should be very general, sufficient merely to admit of the paper being traced.

(3) Confidential papers whether recorded or unrecorded, as well as the spare copies (if any) thereof, must be kept under the personal custody of the Superintendent, until orders are obtained for their transfer to the Record-room. As few copies of the confidential papers as possible should be printed, and an account kept of their disposal.

(4) When confidential papers are sent out of the office, they should be put into double covers the inner one being sealed, marked 'Confidential' and superscribed with only the name of the addressee, and the outer one bearing the usual official address. In the case of a non-confidential file with which confidential papers are put up, the latter alone should be enclosed in a separate cover marked confidential, the contents, but not the subject, being noted thereon.

(5) As a rule, confidential papers should not be recorded until they have ceased to be confidential. When it is proposed to record confidential papers, special orders should be taken from the Secretary or other responsible officer.

(6) Confidential papers should pass from hand to hand by personal delivery or be sent in sealed cover.

(7) A register of the current papers which are strictly confidential should be maintained in each Secretariat showing the officers to whom they are from time to time submitted.

39. A printed list and, if necessary, also a digest should be kept for all confidential records of a permanent character and they should be properly indexed for facility of future reference.

40. **Inspection of Secretariats.**—Each Secretariat should be inspected by the Secretary concerned at least once a quarter with the help, if necessary, of the officers in immediate charge of the several Branches. The officers in charge and the ministerial heads should inspect their respective Branches at least once a month and report the result of the same to the Secretary in a form prescribed for the purpose.

Each clerk should inspect his papers once a week and enter a certificate in his diary as to the number of cases disposed during the week and the arrears on hand.

The Secretariats will be inspected by the officers of the Efficiency Audit Staff when required to do so by the Secretaries.

41. **Meetings of Secretaries.**—Periodical meetings of the Secretaries should be held at least once a quarter for ensuring greater co-operation among the Secretaries and Secretariats and for discussing important questions.

42. The Secretaries might also arrange to meet one another on the Interview Day (Thursday) for settling questions in which they are mutually interested but which are not of sufficient importance to require being referred to the general meeting.

43. In addition to the general meeting of the Secretaries, every Secretary should meet the officers working under him at least once a quarter for considering important questions such as the working of special schemes, the point recorded in the tour notes of Members of Government, Organization and Development subjects, etc.

44. **Papers to be placed at the disposal of the press.**—The papers which may be placed at the disposal of the press as a matter of routine should be defined and they may be communicated under the orders of the Secretariat officer in immediate charge of the Branch concerned. In all other cases, if an officer thinks it advisable to publish an order he should take the orders of the Secretary.

45. Orders placed at the disposal of the press should be published in Part VI of the Gazette.

46. **Manual for each Secretariat.**—Each Secretariat may supplement these instructions by a separate Manual dealing with its particular work.

APPENDIX I—A.

The duties of the General and Revenue Secretariat officers dealing with case-work will be as follow :—

1. To see that case-work is well done.

2. To unhesitatingly and invariably notice careless or slovenly or perfunctory work or conduct on the part of the officials and to send their remarks to the Registrar for incorporation in the Character Roll.

3. To be responsible for the correctness of every statement made in the notes, for the proper exposition of precedents or other authority and for well-considered suggestions for action.

4. To be specially responsible for the language, the sense and the completeness of the drafts whether prepared by themselves or not.

5. To undertake drafting in important or difficult cases such as Reviews of Annual Departmental Reports.

6. To satisfy themselves everyday before leaving office that no immediate file sent up by them to the higher officers which is likely to be or should be disposed of the same day, remains without being attended to and without necessary orders thereon being issued.

7. To carefully note on the abstract of petitions every week, the result of action taken by them on each petition.

8. To maintain a list of important or urgent files and watch the several stages thereof up to completion; and bring to notice from time to time inordinate delay in the disposal of any case at any stage.

9. To always indicate the points on which orders are required at the end of their notes.

10. To see that noting and referencing are done strictly in accordance with Rules 128 to 133, 138 and 140 to 142 of the Manual.

11. To check the diaries maintained by the case-workers at least twice a week and to note therein such remarks as may be called for in regard to the adequacy of the work turned out, the state of the arrears, the despatch of business, etc.

12. To be punctual in their hours of attendance and to conduct themselves in such a manner as to set an example to the subordinate officials.

13. To prepare draft Notes of Submission to His Highness, or Final Notes when so ordered, in all cases marked Confidential.

14. To write legibly and pay special attention to tidiness of notes and drafts.

15. To note whenever necessary (i) whether a matter is Council subject or not, (ii) whether the Financial Department should be consulted, (iii) whether any unofficial consultation is needed.

16. To call for and obtain such further information as may be obviously necessary for the satisfactory disposal of a case.

17. To cultivate the habit of taking up difficult or important cases to the Secretary concerned for personal discussion.

18. To maintain lists of important and urgent continuous items, up to the number of 12 in each case.

19. The Secretariat officers should, of their own accord, prepare subsidiary rules which may be of more direct application to their Branches with a view to maintain the work of the Branch at a high level of efficiency and credit.

20. The officers are expected to show more initiative and bring matters requiring improvement or action to the notice of the Secretary concerned with a view to foresee and prevent difficulties cropping up at any future time. Any original suggestions for improving the work of the branch will be appreciated.

13

APPENDIX I—B.

The more important duties of the Registrar of the General and Revenue Secretariat are as follow:—

1. To see that all the officials attend office punctually at the prescribed hour.

2. To maintain a character roll of censure, punishment or commendation passed on every member of the office establishment.

3. To frequently inspect the Record Rooms and see that later and earlier references are duly countermarked, that files have been duly recorded, and that files returned are punctually restored, and that order and tidiness are maintained generally.

4. To frequently inspect the branches and see that the recording work is up-to-date, that the File Registers are neatly and correctly written up, that the rooms are tidy, that proper discipline is maintained and that the officials are fully engaged.

5. To open all covers addressed to the General and Revenue Secretariat, mark the date of receipt on each letter, send it to the Superintendent of the proper branch for further action, with instructions for urgent submission of letters, requiring immediate attention.

6. To open the Residency letters and distribute, such of them as have to be dealt with in the General and Revenue Secretariat and to send copies of letters of extraordinary importance to the Secretary and the Dewan in the first instance.

7. To periodically inspect and pass orders on the 'Suspend Lists A and B.'

8. To pay special attention to the Residency Correspondence and issue reminders—Telegraphic where absolutely necessary to obtain prompt replies from subordinate authorities.

9. To examine the list of returns on the 15th of each

month and take action in regard to Reports and Returns overdue.

10. To see to the punctual submission of the monthly Arrear Lists A and B.

11. To see that books are returned to the Library within the specified time and that without his knowledge, no book is permanently removed from the Library or sent out of the office.

12. To check and initial every entry in the Cash Book, and cancel all expenditure vouchers not filed with the Contingent Bills.

13. To examine the General Ledger every Monday and give permission whenever new Ledger heads have to be opened.

14. To check Contingent Bills with the Contingent Register and the Cash Book.

15. To verify the actual cash balance with the Cash Book and certify to that effect once a month at odd intervals.

16. To check and sign pay and allowance bills of the establishments.

17. To examine each month the Acquittance Roll and satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been duly posted in the Cash Book.

15

APPENDIX II.

The more important duties of the Superintendent of a Branch of the General and Revenue Secretariat will be as follow :—

1. To see that the officials under him are fully employed, that cases are punctually and properly submitted, that routine duties are carried out thoroughly and regularly, that the rooms of his Branch are kept neat and tidy and the records and papers in proper order and to hold himself responsible in every way for the general efficiency of the Branch.

2. To satisfy himself before submitting a case that referencing has been properly done and that unnecessary papers and slips have been removed and all the rules in regard to the preparation and submission of cases have been duly complied with.

3. To examine drafts of all letters by whomsoever drafted with the same care and the same sense of responsibility for their contents as if they had been prepared by himself.

4. To edit the notes and papers to be printed.

5. To check the enclosures which accompany or should accompany every letter to the Residency and to append a certificate to that effect on the draft.

6. To take necessary precautions against leakage of confidential matters and keep such files, if referred to him, in his personal custody.

7. To keep the Attendance Register in his personal custody under lock and key.

8. To maintain a list of files which are important or urgent and note therein the several stages thereof up to completion.

9. To inspect the diaries of the clerks each day if possible or on every alternate day at least and note his observations on the work turned out by each clerk.

10. To acquaint himself with the work of the other Branches by reading the Printed Proceedings of the Department.

11. To check all important fair copies and initial them.

12. To promptly bring to notice any delay in the printing of papers and to bring to the notice of the Registrar cases in which type has been standing for more than a month.

13. To carefully supervise the working of the rules in regard to the cases in 'Sus.'

14. To be thoroughly independent in the expression of his opinions about the officials working under him.

15. Generally to conduct himself so as to set an example to the subordinate officials.

16. Superintendents concerned should, of their own accord, prepare subsidiary rules which may be of more direct application to their Branches with a view to maintain the work of the Branch at a high level of efficiency and credit.

WD 2614—GPB—500—5-7-16

C. No (4) [illegible] 1

Rule requiring Govt sanction marked in this Docu

[illegible]

MANUAL

OF

ESSENTIALS FOR ALL SECRETARIATS

2

MANUAL

OF

ESSENTIALS FOR ALL SECRETARIATS.

1. **Organization of the Office.**—The business of each Secretariat should as far as possible, be divided into branches or sections. The official in direct charge of the branch or section should be made responsible for its general efficiency.

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(2) Lists showing the powers and duties of Secretariat officers.

(3) Lists showing the duties and responsibilities of Superintendents or officials in charge of branches and sections.

(4) Gradation list of officials.

(5) Work distribution list of officials.

(6) Menial Establishment list.

3. The grading of clerks and the qualifications should as far as possible and desirable be uniform in all the Secretariats. The rules of the General and Revenue Secretariat in this matter may be generally adopted.

4. **Discipline.**—The prescribed office hours for all Secretariats are from 11 A.M. to 5 P.M., but any clerk may be required to work overtime if the business of the office demands it.

5. An attendance register should be maintained for clerks and menials and it should be checked by some responsible officer.

6. Official information acquired by officials in their capacity as employees of the Department should be treated as strictly confidential. Office notes should be considered as strictly confidential and must not be removed from office without proper authority.

7. **Character rolls.**—Character rolls should be maintained for all officials and menial servants. Extracts of these rolls should accompany proposals for promotion or increments.

8. **Arrangement and custody of records.**—Rules should be made where they do not already exist, regulating the arrangement of records and the periodical weeding out of useless and obsolete papers.

9. One of the officers must be specially held responsible for the condition and periodical inspection of the records.

10. **Receipt of Tappal.**—Tappals should be opened by a responsible Secretariat officer and distributed to the branches. Urgent, immediate and confidential papers should be marked before distribution.

11. **Registration of papers.**—The registers to be maintained for entering incoming and outgoing correspondence should be specified and the mode of registration settled. A uniform system of registration should as far as practicable be maintained in all the Secretariats.

12. A stock list should be maintained of all periodical reports received in or sent out from the Secretariat. Each periodical must have a serial number and all orders pertaining to its preparation must be given in the stock list.

13. **Submission of papers.**—When a letter has been registered it should be carefully read and referenced properly. It should then be noted upon for submission. There should be only one set of notes for each case.

14. The Superintendent or other ministerial head of the branch should see that the notes are correctly and legibly written. No paraphrase of the letter should be permitted in the notes.

15. The time allowed for the submission of cases is five clear days. If for any reason a longer period is required to get any case ready for submission, permission should be obtained from proper authority. Immediate cases should

if possible be submitted on the day on which they are received. Colored labels should be used for denoting urgent and immediate cases.

16. When a particular time is fixed for the return of a file, the Secretaries will make arrangements for due compliance with such orders. When it is not possible to return a case within the specified date, a note should be submitted on or before the date on which it is due asking for a further extension of time.

Notes of a routine character, even if no date is fixed, which do not require much investigation, should on no account be delayed beyond three months.

Notes and requisitions marked "Urgent" but without a date specified for their return should be returned in a complete form as early as possible but not later than a month.

Should the submission of a note be delayed for want of information called for from a subordinate office, such information should, if necessary, be obtained in time by writing demi-officially or by telegraphic communication.

For all cases retained in a Secretariat for more than two months, a monthly statement should be submitted giving reasons for the delay.

17. The Branches should submit the notes to the Secretariat officers immediately dealing with them.

18. The Secretariat officers shall be responsible for the correctness of the statements made in the notes, for the proper exposition of precedents or other authority and for well considered suggestions for action.

19. **Drafting.**—The letter form should be employed (unless otherwise ordered) whenever a letter is replied to, or orders have to be conveyed at any length. Circulars may be in letter, office memorandum or endorsement form according to the requirements of the case; they differ from ordinary communications of the same kind only in being addressed to several departments or persons. When the decisions of Government or orders of general applicability have to be communicated on questions of policy or any important matters which have been the subject of discussion or enquiry, they should be drafted in the Proceedings

form. This form may also be employed in reviewing the reports of subordinate departments, the publication of papers in the Gazette, and in cases of sanction to money grants and remissions. The circular form should be used in preference to proceedings for general enquiries. Notification should be employed for gazetting appointments, etc., and rules and orders passed under legal enactments. The Office Memorandum, Endorsement and Proceedings are the only forms of official communication permitted between Secretariats of the Government. The Endorsement form should also be used generally when transmitting copies or original documents for information or with brief instructions, but should not be employed in addressing non-official persons or institutions.

A draft letter, proceeding, notification or telegram, as the case may be, may be prepared at any stage of a case if it appears that the consideration and disposal of the case would be facilitated by submitting it with a draft. This procedure should always be followed in submitting unofficial cases which have returned from the departments, with their concurrence in the orders proposed to be issued.

20. Superintendents of branches are to examine drafts of all letters, by whomsoever drafted, with the same care and the same sense of responsibility for their contents as if they had been drafted by the Superintendents themselves. They must point out before issue any errors or omissions either in substance, language, grammar or punctuation, that they notice.

21. The most important duties of the Assistant Secretaries is drafting and noting which should be undertaken by themselves in cases involving doubt or difficulty or of major importance.

The Secretariat officers should be held responsible for the language and the sense of the drafts which must be carefully scrutinized by them where they themselves do not prepare them.

22. All letters from private persons, firms and societies not under Government should be replied to, unless they are in reply to communications from the department and call for no further action. If there is likely to be delay in disposing of such letter, an *ad interim* acknowledgment of receipt should be sent.

Objections received from private persons or unofficial bodies to proposed regulations or rules thereunder should be replied to at once to the effect that they will be duly considered. This relieves the department of the necessity of explaining why the objections are not accepted, which it is almost impossible to avoid if reply is deferred until the objection is rejected.

23. Except in cases of urgency, or by previous arrangements with heads of departments concerned, or where practice allows it, no official communications should be addressed direct to officers subordinate to Heads of Departments; and when any such communication is made, a copy should be forwarded simultaneously to the Head of the Department to which the officer addressed is subordinate.

24. Correspondence with subordinate local officers on matters regarding which it is considered unnecessary to trouble Heads of Departments should be conducted demi-official.

25. **Copying, despatching, etc.**—All copying work of the Secretariats should be done by means of typewriting machines.

Drafts returned to a branch to be faired or for issue, should be attended to without delay. Fair copies of letters to be issued typewritten must be sent for signature not later than the third day after receipt of the approved draft in the Branch. Short letters and endorsements which do not involve the copying of lengthy enclosures and notes should ordinarily be faired and submitted for signature on the day they are returned to the Branch. Urgent letters must be faired and issued on the day they are approved or early the next day, and immediate letters at once.

26. All letters containing strictures or adverse remarks on the official conduct of Heads of Departments and Deputy Commissioners and officers of corresponding rank in other departments and all letters overruling or modifying their recommendations or proposals should be made in the Secretary's name and signed by the Secretary himself. In the absence of the Secretary, the Assistant Secretary may sign such letters for Secretary. All demi-official communications addressed to Heads of Departments should be signed by the Secretary himself.

27. As a general rule, the Secretariat officer who approves the draft in any case, may sign its fair copy for Secretary.

28. **Papers for the Gazette.**—Notifications and papers published in the Gazette should always be published above the Secretary's signature.

29. **Legislation.**—The following procedure is prescribed for the disposal of legislative work:—

Initiative rests with Executive Department save in formal and non-contentious measures.

Save in the case of purely formal or non-contentious measures, such as, amending Regulations, drawn up on the lines of similar legislation in British India, measures of consolidation and the like, every proposal to legislate shall first be considered in the department to which the subject matter relates.

Legislative Branch of the General and Revenue Secretaiat to be consulted.

30. If the department concerned considers that legislation is desirable, the papers shall be transferred from the Department which first dealt with them to the Legislative Branch of the General and Revenue Secretariat.

Legislative Branch of the General and Revenue Secretariat to put Regulations, etc., into technical shape.

31. The Legislative Branch of the General and Revenue Secretariat shall then proceed to draw up a Regulation, with a statement of objects and reasons and in so doing shall conform to any instructions it may receive from time to time from the Department of origin.

32. **Council cases.**—All scheduled cases should be transferred to the General Secretary in the Council Section, after they have been fully noted upon in the Administrative Department or Branch concerned. The General Secretary will deal with them under the Council rules.

When final orders have been passed in Council cases the files should be transferred to the proper Secretariat or Branch for the issue of orders.

33. **Suspend cases and Unanswered lists.**—A list of all unanswered references issued from the Secretariat must be maintained and checked every month. The references should if possible be posted in such a way that the

papers outstanding against each office in correspondence with the Secretariat may be readily determined. Reminders must be issued in an intelligent manner according to the circumstances of each case. A list of cases delayed in the office should be similarly maintained and checked every month.

34. **Monthly and Weekly Volumes of Proceedings.**—The volume of monthly proceedings will for the present continue to be compiled in the General and Revenue Secretariat according to the existing practice. Copies of the Weekly Proceedings with the necessary markings should be sent to that Secretariat as usual.

35. The index for the Monthly Proceedings should be prepared on cards, and after the issue of the monthly proceedings, the cards should be used for the preparation of the annual index and similarly thereafter for a decennial index.

36. **Inter-departmental Correspondence.**—Larger use should be made of the unofficial form of correspondence. In correspondence between two Secretariats there need be no greater formality than is generally observed between different Branches of a Secretariat.

37. When two Secretariats are concerned in the disposal of a case, final orders may issue from the Secretariat of origin, but a copy of the orders passed should be communicated to the other Secretariat concerned.

38. **Confidential cases.**—All office notes and papers, and all notes of other departments received in the offices are confidential; but certain papers requiring special secrecy are marked 'Confidential' or 'Secret.' With regard to these, the following rules shall be observed:—

(1) No papers which are marked 'Confidential' or 'Secret' should pass through any hands in the office other than those of the Superintendent of the Branch and the superior officers concerned, unless and until the Secretary orders to the contrary.

This rule applies also to confidential papers put up with non-confidential cases.

(2) The entries of confidential papers in the office registers should be made from slips furnished by the Superintendent who deals with the papers

and should be very general, sufficient merely to admit of the paper being traced.

(3) Confidential papers whether recorded or unrecorded, as well as the spare copies (if any) thereof, must be kept under the personal custody of the Superintendent, until orders are obtained for their transfer to the Record-room. As few copies of the confidential papers as possible should be printed, and an account kept of their disposal.

(4) When confidential papers are sent out of the office, they should be put into double covers the inner one being sealed, marked 'Confidential' and superscribed with only the name of the addressee, and the outer one bearing the usual official address. In the case of a non-confidential file with which confidential papers are put up, the latter alone should be enclosed in a separate cover marked confidential, the contents, but not the subject, being noted thereon.

(5) As a rule, confidential papers should not be recorded until they have ceased to be confidential. When it is proposed to record confidential papers, special orders should be taken from the Secretary or other responsible officer.

(6) Confidential papers should pass from hand to hand by personal delivery or be sent in sealed cover.

39. A list and if necessary also a digest should be made of all confidential papers not sent to record and they should be properly indexed for facility of future reference.

40. **Inspection of Secretariats.**—Each Secretariat should be inspected by the Secretary concerned once a year with the help, if necessary, of the officers in immediate charge of the several Branches. The officers in charge and the ministerial heads should inspect their respective Branches once in six months and report the result of the same to the Secretary in a form prescribed for the purpose.

41. **Meetings of Secretaries.**—Periodical meetings of the Secretaries should be held at least once a quarter for ensuring greater co-operation among the Secretaries and Secretariats and for discussing important questions.

42. The Secretaries might also arrange to meet one another on the Interview Day (Thursday) for settling questions in which they are mutually interested but which are not of sufficient importance to require being referred to the general meeting.

43. In addition to the general meeting of the Secretaries, every Secretary should meet the officers working under him at least once a quarter for considering important questions such as the working of special schemes, the point recorded in the tour notes of Members of Government, Organization and Development subjects, etc.

44. **Press Room and papers to be placed at the disposal of the Press.**—The papers which may be placed at the disposal of the press as a matter of routine should be defined and they may be communicated under the orders of the Secretariat officer in immediate charge of the Branch concerned. In all other cases, if an officer thinks it advisible to publish an order he should take the orders of the Secretary.

45. Orders placed at the disposal of the Press should be published in Part VI of the Gazette.

46. **Manual for each Secretariat.**—Each Secretariat may supplement these instructions by a separate Manual dealing with its particular work.

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Final proof as approved by Council.

MANUAL

OF

ESSENTIALS FOR ALL SECRETARIATS.

1. **Organization of the Office.**—The business of each Secretariat should as far as possible, be divided into branches or sections. The official in direct charge of the branch or section should be made responsible for its general efficiency.

2. The following lists should be maintained in every Secretariat :—

(1) List showing the division of work between the several branches.
(2) Lists showing the powers and duties of Secretariat officers.
(3) Lists showing the duties and responsibilities of Superintendents or officials in charge of branches and sections.
(4) Gradation list of officials.
(5) Work distribution list of officials.
(6) Menial Establishment list.

Note.—Lists (2) and (3) for the General and Revenue Secretariat are appended. Each clerk should maintain a note book showing (1) his specific duties, *e.g.*, the classes of papers with which he deals, the returns and reports which he compiles or scrutinises, etc. and (2) the work received and attended to by him from day to day.

3. The grading of clerks and the qualifications should as far as possible and desirable be uniform in all the Secretariats. The rules of the General and Revenue Secretariat in this matter may be generally adopted.

4. **Discipline.**—The prescribed office hours for all Secretariats are from 11 A.M. to 5 P.M., but any clerk may

be required to work overtime if the business of the office demands it.

5. An attendance register should be maintained for clerks and menials and it should be checked by some responsible officer.

6. Official information acquired by officials in their capacity as employees of the ~~Department~~ Secretariat should be treated as strictly confidential. Office notes should be considered as strictly confidential and must not be removed from office without proper authority.

7. **Character rolls.**—Character rolls should be maintained for all officials and menial servants. Extracts of these rolls should accompany proposals for promotion or increments.

8. **Arrangement and custody of records.**—Rules should be made where they do not already exist, regulating the arrangement of records and the periodical weeding out of useless and obsolete papers.

9. One of the officers must be specially held responsible for the condition and periodical inspection of the records.

10. **Receipt of Tappal.**—Tappals should be opened by a responsible Secretariat officer and distributed to the branches. Date of receipt should be marked by a date stamp. Urgent, immediate and confidential papers should be marked before distribution.

11. **Registration of papers.**—The registers to be maintained for entering incoming and outgoing correspondence should be specified and the mode of registration settled. A uniform system of registration should as far as practicable be maintained in all the Secretariats.

12. A printed stock list should be maintained of all periodical reports received in or sent out from the Secretariat. Each periodical must have a serial number and all orders pertaining to its preparation must be given in the stock list.

13. **Submission of papers.**—When a letter has been registered it should be carefully read and referenced properly. It should then be noted upon for submission. There should be only one set of notes for each case, which should be as brief as posible.

14. The Superintendent or other ministerial head of the branch should see that the notes are correctly and legibly written. No paraphrase of the letter should be permitted in the notes.

15. The time allowed for the submission of cases is five clear days. If for any reason a longer period is required to get any case ready for submission, permission should be obtained from proper authority. Immediate cases should if possible be submitted on the day on which they are received. Colored labels should be used for denoting urgent and immediate cases.

16. When a particular time is fixed for the return of a file, the Secretaries will make arrangements for due compliance with such orders. When it is not possible to return a case within the specified date, a note should be submitted on or before the date on which it is due asking for a further extension of time.

Notes of a routine character, even if no date is fixed, which do not require much investigation, should on no account be delayed beyond three months.

Notes and requisitions marked "Urgent" but without a date specified for their return should be returned in a complete form as early as possible but not later than a month.

Should the submission of a note be delayed for want of information called for from a subordinate office, such information should, if necessary, be obtained in time by writing demi-officially or by telegraphic communication.

For all cases retained in a Secretariat for more than two months, a monthly statement should be submitted giving reasons for the delay.

17. The Branches should submit the notes to the Secretariat officers immediately dealing with them.

18. The Secretariat officers shall be responsible for the correctness of the statements made in the notes, for the proper exposition of precedents or other authority and for well considered suggestions for action.

19. **Drafting.**—The letter form should be employed (unless otherwise ordered) whenever a letter is replied to, or orders have to be conveyed at any length. Circulars may

be in letter, office memorandum or endorsement form according to the requirements of the case; they differ from ordinary communications of the same kind only in being addressed to several departments or persons. When the decisions of Government or orders of general applicability have to be communicated on questions of policy or any important matters which have been the subject of discussion or enquiry, they should be drafted in the Proceedings form. This form may also be employed in reviewing the reports of subordinate departments, the publication of papers in the Gazette, and in cases of sanction to money grants and remissions. The circular form should be used in preference to proceedings for general enquiries. Notification should be employed for gazetting appointments, etc., and rules and orders passed under legal enactments. The Office Memorandum, Endorsement and Proceedings are the only forms of official communication permitted between Secretariats of the Government. The Endorsement form should also be used generally when transmitting copies or original documents for information or with brief instructions, but should not be employed in addressing non-official persons or institutions.

A draft letter, proceeding, notification or telegram, as the case may be, may be prepared at any stage of a case if it appears that the consideration and disposal of the case would be facilitated by submitting it with a draft. This procedure should always be followed in submitting unofficial cases which have returned from the departments, with their concurrence in the orders proposed to be issued.

20. Superintendents of branches are to examine drafts of all letters, by whomsoever drafted, with the same care and the same sense of responsibility for their contents as if they had been drafted by the Superintendents themselves. They must point out before issue any errors or omissions either in substance, language, grammar or punctuation, that they notice.

21. The most important duties of the Assistant Secretaries are drafting and noting which should be undertaken by themselves in cases involving doubt or difficulty or of major importance.

The Secretariat officers should be held responsible for the language and the sense of the drafts which must be

carefully scrutinized by them where they themselves do not prepare them.

22. All letters from private persons, firms and societies not under Government should be replied to, unless they are in reply to communications from the department and call for no further action. If there is likely to be delay in disposing of such letter, an *ad interim* acknowledgment of receipt should be sent.

Objections received from private persons or unofficial bodies to proposed regulations or rules thereunder should be replied to at once to the effect that they will be duly considered. This relieves the department of the necessity of explaining why the objections are not accepted, which it is almost impossible to avoid if reply is deferred until the objection is rejected.

23. Except in cases of urgency, or by previous arrangements with Heads of Departments concerned, or where practice allows it, no official communications should be addressed direct to officers subordinate to Heads of Departments; and when any such communication is made, a copy should be forwarded simultaneously to the Head of the Department to which the officer addressed is subordinate.

24. Correspondence with subordinate local officers on matters regarding which it is considered unnecessary to trouble Heads of Departments should be conducted demi-officially.

25. **Copying, despatching, etc.**—All copying work of the Secretariats should be done by means of typewriting machines.

Drafts returned to a branch to be faired or for issue, should be attended to without delay. Fair copies of letters to be issued typewritten must be sent for signature not later than the third day after receipt of the approved draft in the Branch. Short letters and endorsements which do not involve the copying of lengthy enclosures and notes should ordinarily be faired and submitted for signature on the day they are returned to the Branch. Urgent letters must be faired and issued on the day they are approved or early the next day, and immediate letters at once. The date of dispatch should be stamped in the office copy by a rubber stamp.

26. All letters containing strictures or adverse remarks on the official conduct of Heads of Departments and Deputy Commissioners and officers of corresponding rank in other departments and all letters overruling or modifying their recommendations or proposals should be made in the Secretary's name and signed by the Secretary himself. In the absence of the Secretary, the Assistant Secretary may sign such letters for Secretary. All demi-official communications addressed to Heads of Departments should be signed by the Secretary himself.

27. As a general rule, the Secretariat officer who approves the draft in any case, may sign its fair copy for Secretary.

28. **Papers for the Gazette.**—Notifications and papers published in the Gazette should always be published above the Secretary's signature.

29. **Legislation.**—The following procedure is prescribed for the disposal of legislative work:—

Initiative rests with Executive Department save in formal and non-contentious measures.

Save in the case of purely formal or non-contentious measures such as, amending Regulations drawn up on the lines of similar legislation in British India, measures of consolidation and the like, every proposal to legislate shall first be considered in the Department to which the subject matter relates.

Legislative Branch of the General and Revenue Secretaiat to be consulted.

30. If the Department concerned considers that legislation is desirable, the papers shall be transferred from the Department which first dealt with them to the Legislative Branch of the General and Revenue Secretariat.

Legislative Branch of the General and Revenue Secretariat to put Regulations, etc., into technical shape.

31. The Legislative Branch of the General and Revenue Secretariat shall then proceed to draw up a Regulation, with a statement of objects and reasons and in so doing shall conform to any instructions it may receive from time to time from the Department of origin.

32. **Council Cases.**—All scheduled cases should be transferred to the General Secretary in the Council Section.

when they are ready for circulation. The General Secretary will deal with them under the Council rules.

When final orders have been passed in Council cases the files should be transferred to the proper Secretariat or Branch for the issue of orders.

33. **Suspend cases and Unanswered lists.**—A list of all unanswered references issued from the Secretariat must be maintained and checked every month. The references should if possible be posted in such a way that the papers outstanding against each office in correspondence with the Secretariat may be readily determined. Reminders must be issued with proper discrimination according to the circumstances of each case. A list of cases delayed in the office should be similarly maintained and checked every month.

34. **Monthly and Weekly Volumes of Proceedings.**—The volume of monthly proceedings will for the present continue to be compiled in the General and Revenue Secretariat according to the existing practice. Copies of the Weekly Proceedings with the necessary markings should be sent to that Secretariat as usual.

35. The index for the Monthly Proceedings should be prepared on cards, and after the issue of the monthly proceedings, the cards should be used for the preparation of the annual index and similarly thereafter for a decennial index.

36. **Inter-departmental Correspondence.**—Larger use should be made of the unofficial form of correspondence. In correspondence between two Secretariats there need be no greater formality than is generally observed between different Branches of a Secretariat.

37. When two Secretariats are concerned in the disposal of a case, final orders may issue from the Secretariat of origin, but a copy of the orders passed should be communicated to the other Secretariat concerned.

38. **Confidential cases.**—All current office notes and papers, and all notes of other departments received in the offices, are confidential; but certain papers requiring special secrecy are marked 'Confidential' or 'Secret.' With regard to these, the following rules shall be observed:—

(1) No papers which are marked 'Confidential' or 'Secret' should pass through any hands in the office other than those of the Superintendent of

the Branch and the superior officers concerned, unless and until the Secretary orders to the contrary.

This rule applies also to confidential papers put up with non-confidential cases.

(2) The entries of confidential papers in the office registers should be made from slips furnished by the Superintendent who deals with the papers and should be very general, sufficient merely to admit of the paper being traced.

(3) Confidential papers whether recorded or unrecorded, as well as the spare copies (if any) thereof, must be kept under the personal custody of the Superintendent, until orders are obtained for their transfer to the Record-room. As few copies of the confidential papers as possible should be printed, and an account kept of their disposal.

(4) When confidential papers are sent out of the office, they should be put into double covers the inner one being sealed, marked 'Confidential' and superscribed with only the name of the addressee, and the outer one bearing the usual official address. In the case of a non-confidential file with which confidential papers are put up, the latter alone should be enclosed in a separate cover marked confidential, the contents, but not the subject, being noted thereon.

(5) As a rule, confidential papers should not be recorded until they have ceased to be confidential. When it is proposed to record confidential papers, special orders should be taken from the Secretary or other responsible officer.

(6) Confidential papers should pass from hand to hand by personal delivery or be sent in sealed cover.

(7) A register of the current papers which are strictly confidential should be maintained in each Secretariat showing the officers to whom they are from time to time submitted.

39. A printed list and if necessary also a digest should be kept for all confidential records of a permanent character and they should be properly indexed for facility of future reference.

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40. **Inspection of Secretariats.**—Each Secretariat should be inspected by the Secretary concerned at least once a quarter with the help, if necessary, of the officers in immediate charge of the several Branches. The officers in charge and the ministerial heads should inspect their respective Branches at least once a month and report the result of the same to the Secretary in a form prescribed for the purpose.

Each clerk should inspect his papers once a week and enter a certificate in his diary as to the ~~no.~~ number of cases disposed during the week and the arrears on hand.

The Secretariats will be inspected by the officers of the Efficiency Audit Staff when required to do so by the Secretaries.

41. **Meetings of Secretaries.**—Periodical meetings of the Secretaries should be held at least once a quarter for ensuring greater co-operation among the Secretaries and Secretariats and for discussing important questions.

42. The Secretaries might also arrange to meet one another on the Interview Day (Thursday) for settling questions in which they are mutually interested but which are not of sufficient importance to require being referred to the general meeting.

43. In addition to the general meeting of the Secretaries, every Secretary should meet the officers working under him at least once a quarter for considering important questions such as the working of special schemes, the points recorded in the tour notes of Members of Government, Organization and Development subjects, etc.

44. **Papers to be placed at the disposal of the Press.**—The papers which may be placed at the disposal of the press as a matter of routine should be defined and they may be communicated under the orders of the Secretariat officer in immediate charge of the Branch concerned. In all other cases, if an officer thinks it advisible to publish an order he should take the orders of the Secretary.

45. Orders placed at the disposal of the Press should be published in Part VI of the Gazette.

46. **Manual for each Secretariat.**—Each Secretariat may supplement these instructions by a separate Manual dealing with its particular work.

APPENDIX I—A.

The duties of the General and Revenue Secretariat officers dealing with case-work will be as follow:—

1. To see that case-work is well done.

2. To unhesitatingly and invariably notice careless or slovenly or perfunctory work or conduct on the part of the officials and to send their remarks to the Registrar for incorporation in the Character Roll.

3. To be responsible for the correctness of every statement made in the notes, for the proper exposition of precedents or other authority and for well-considered suggestions for action.

4. To be specially responsible for the language, the sense and the completeness of the drafts whether prepared by themselves or not.

5. To undertake drafting in important or difficult cases such as Reviews of Annual Departmental Reports.

6. To satisfy themselves everyday before leaving office that no immediate file sent up by them to the higher officers which is likely to be or should be disposed of the same day, remains without being attended to and without necessary orders thereon being issued.

7. To carefully note on the Abstract of Petitions every week, the result of action taken by them on each petition.

8. To maintain a list of important or urgent files and watch the several stages thereof up to completion; and bring to notice from time to time inordinate delay in the disposal of any case at any stage.

9. To always indicate the points on which orders are required at the end of their notes.

10. To see that noting and referencing are done strictly in accordance with Rules 128 to 133, 138 and 140 to 142 of the Manual.

11. To check the diaries maintained by the case-workers at least twice a week and to note therein such remarks as may be called for in regard to the adequacy of the work turned out, the state of the arrears, the despatch of business, etc.

12. To be punctual in their hours of attendance and to conduct themselves in such a manner as to set an example to the subordinate officials.

13. To prepare draft Notes of Submission to His Highness, or Final Notes when so ordered, in all cases marked Confidential.

14. To write legibly and pay special attention to tidiness of notes and drafts.

15. To note whenever necessary (i) whether a matter is Council subject or not (ii) whether the Financial Department should be consulted, (iii) whether any unofficial consultation is needed.

16. To call for and obtain such further information as may be obviously necessary for the satisfactory disposal of a case.

17, To cultivate the habit of taking up difficult or important cases to the Secretary concerned for personal discussion.

18. To maintain lists of important and urgent continuous items, up to the number of 12 in each case.

19. The Secretariat officers should, of their own accord, prepare subsidiary rules which may be of more direct application to their Branches with a view to maintain the work of the Branch at a high level of efficiency and credit.

20. The officers are expected to show more initiative and bring matters requiring improvement or action to the notice of the Secretary concerned with a view to foresee and prevent difficulties cropping up at any future time. Any original suggestions for improving the work of the Branch will be appreciated.

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APPENDIX I—B.

The more important duties of the Registrar of the General and Revenue Secretariat are as follow :—

1. To see that all the officials attend office punctually at the prescribed hour.

2. To maintain a character roll of censure, punishment or commendation passed on every member of the office establishment.

3. To frequently inspect the Record Rooms and see that later and earlier references are duly countermarked, that files have been duly recorded, and that files returned are punctually restored, and that order and tidiness are maintained generally.

4. To frequently inspect the Branches and see that the recording work is up-to-date, that the File Registers are neatly and correctly written up, that the rooms are tidy, that proper discipline is maintained and that the officials are fully engaged.

5. To open all covers addressed to the General and Revenue Secretariat, mark the date of receipt on each letter, send it to the Superintendent of the proper branch for further action, with instructions for urgent submission of letters, requiring immediate attention.

6. To open the Residency letters and distribute, such of them as have to be dealt with in the General and Revenue Secretariat and to send copies of letters of extraordinary importance to the Secretary and the Dewan in the first instance.

7. To periodically inspect and pass orders on the 'Suspend Lists A and B.'

8. To pay special attention to the Residency Correspondence and issue reminders—Telegraphic where absolutely necessary to obtain prompt replies from subordinate authorities.

9. To examine the list of returns on the 15th of each

month and take action in regard to Reports and Returns overdue.

10. To see to the punctual submission of the monthly Arrear Lists A and B.

11. To see that books are returned to the Library within the specified time and that without his knowledge, no book is permanently removed from the Library or sent out of the office.

12. To check and initial every entry in the Cash Book, and cancel all expenditure vouchers not filed with the contingent Bills.

13. To examine the General Ledger every Monday and give permission whenever new Ledger heads have to be opened.

14. To check Contingent Bills with the Contingent Register and the Cash Book.

15. To verify the actual cash balance with the Cash Book and certify to that effect once a month at odd intervals.

16. To check and sign pay and allowance bills of the Establishments.

17. To examine each month the Acquittance Roll and satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been duly posted in the Cash Book.

APPENDIX II

The more important duties of the Superintendent of a Branch of the General and Revenue Secretariat will be as follow:—

1. To see that the officials under him are fully employed, that cases are punctually and properly submitted, that routine duties are carried out thoroughly and regularly, that the rooms of his Branch are kept neat and tidy and the records and papers in proper order and to hold himself responsible in every way for the general efficiency of the Branch.

2. To satisfy himself before submitting a case that referencing has been properly done and that unnecessary papers and slips have been removed and all the rules in regard to the preparation and submission of cases have been duly complied with.

3. To examine drafts of all letters by whomsoever drafted with the same care and the same sense of responsibility for their contents as if they had been prepared by himself.

4. To edit the notes and papers to be printed.

5. To check the enclosures which accompany or should accompany every letter to the Residency and to append a certificate to that effect on the draft.

6. To take necessary precautions against leakage of confidential matters and keep such files, if referred to him, in his personal custody.

7. To keep the Attendance Register in his personal custody under lock and key.

8. To maintain a list of files which are important or urgent and note therein the several stages thereof up to completion.

9. To inspect the diaries of the clerks each day if possible or on every alternate day at least and note his observations on the work turned out by each clerk.

10. To acquaint himself with the work of the other Branches by reading the Printed Proceedings of the Department.

11. To check all important fair copies and initial them.

12. To promptly bring to notice any delay in the printing of papers and to bring to the notice of the Registrar cases in which type has been standing for more than a month.

13. To carefully supervise the working of the rules in regard to the cases in 'Sus.'

14. To be thoroughly independent in the expression of his opinions about the officials working under him.

15. Generally to conduct himself so as to set an example to the subordinate officials.

16. Superintendents concerned should, of their own accord, prepare subsidiary rules which may be of more direct application to their Branches with a view to maintain the work of the Branch at a high level of efficiency and credit.

W.D 2614—GPB— —80-5-16